### NURP PROPOSAL FORMS

This document contains the following forms necessary to complete your proposal to NURC – CMRC. Refer to Proposal Guidelines for instructions for proposal preparation.

- 1. Checklist
- 2. Applicant Agreement
- 3. Suggested Reviewer List
- 4. Proposal Cover Sheet
- 5. System Time Request Form
- 6. LSI Facilities Request Form
- 7. Project Summary
- 8. Table of Contents
- 9. Biographical Sketch
- 10. Proposal Budget
- 11. Current and Pending Support
- 12. Project Keywords

**Please Note:** Project Description (Including Introduction, Methods & Approach, Alternative Approach, Description of Facilities, Program management, Results, Bibliography / Literature Cited) forms are not included here. Please submit that portion of the proposal electronically in MS Word or WordPerfect.

#### Submit to 20 Hard Copies to:

AND

Submit electronic copies to:

Center Director Caribbean Marine Research Center 100 N US Highway 1, Suite 202 Jupiter, FL 33477-5122

(561) 741-0192

cmrc@cmrc.org OR
via CD / Zip disk to address







## NOAA's Undersea Research Program Proposal Submission Checklist

 1. Proposal in three-ring binder format. (Original copy single-sided, 20 copies double-sided, electronic copy Word or PDF)
 2. Applicant Agreement (one original signature copy only)
 3. List of suggested reviewers, or reviewers not to include (one original signature copy only)
 4. Deviation Authorizations (one original signature copy only) (if applicable)
 5. Proposal Cover Sheet with required signatures.
 6. Additional Cover Sheets including: NURP system time request form(s) for each proposed year of operation, leg of operation detailed map of dive areas including latitude, longitude and depth information). ALSO - LSI FACILITIES REQUEST
 7. Project Summary
 8. Table of Contents
 9. Project Description (15 page limit)
 10. Introduction, including: Situation and Need; Objectives; Applications, Benefits, and Importance; Significance of Research.
 11. Methods and Approach, including: Description of major tasks; Illustration of specialized equipment; Dive schedule.
 12. Alternative Approach
 13. Description of Facilities, Systems, and Equipment
 14. Program Management, including: Administration; Roles and Participation Time; Qualifications.
 15. Results from Prior NURP Support (3 page limit)
 16. Bibliography
 17. Biographical Sketch (not to exceed 2 pages each)
 18. Budget (cumulative and annual budgets, including subcontracts budgets, if any, and up to 3 pages of Budget Justification)
 19. Current and Pending Support
 20. Project Keywords
 21. Special Information and Supplementary Documentation
 22. Appendixes
 23. Completed Checklist (one original copy only)

#### APPLICANT AGREEMENT

This signed agreement form must accompany your final proposal before it will be considered by the review panel. The Principal Investigator is requested to read, sign, and return this agreement with the proposal. Failure to do so may result in non-consideration of the proposed mission.

#### I FULLY UNDERSTAND AND ACCEPT RESPONSIBILITY FOR:

- Insuring that all members of my science party, and myself, are either:
  (1) employed by an Institution that considers participation in NURC-CMRC sponsored project missions to be within the scope of employment, or (2) registered as a student in a program which considers participation a part of the educational program.
- All travel arrangements for my scientific and support team members to and from the research site.
- Transporting mission-related equipment to and from the port or research site.
- Arranging personal ground transportation as needed while at the port or research site.
- Immediately notifying the program staff of any alterations in the initial agreed upon schedule.
- Submission of a post-mission Quick Look Report, Annual Scientific Report, Final Project Report, and reprints of any publications resulting from the mission(s).
- If SCUBA diving is requested, forwarding (for each diver) up-to-date diver resumes, and evidence of medical examinations which comply with NURC-CMRC regulations (done no later than one year before your proposed diving), to NURC-CMRC at least four months before the mission.
- For SCUBA operations, ensuring all divers have been certified by the NURC-CMRC Diving Safety Officer prior to diving on a NURC-sponsored mission.

 Signed PRIM	NCIPAL INVESTIGATOR
 Typed	
DATE	

### **SUGGESTED REVIEWER LIST**

REVIEWER 1	REVIEWER 2
Name:	Name:
Affiliation:	Affiliation:
Dept:	Dept:
Lab:	Lab:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Fax:	Fax:
Email:	Email:
REVIEWER 3	REVIEWER 4
Name:	Name:
Affiliation:	Affiliation:
Dept:	Dept:
Lab:	Lab:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Fax:	Fax:
Email:	Email:
REVIEWER 5	REVIEWER 6
Name:	Name:
Affiliation:	Affiliation:
Dept:	Dept:
Lab:	Lab:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Fax:	Fax:
Email:	Email:

# COVER SHEET FOR PROPOSAL TO NOAA'S UNDERSEA RESEARCH PROGRAM CARIBBEAN MARINE RESEARCH CENTER

CORE PROGRAM – PROJECT CATEGORY (check only one):			SPECIAL FUNDING PRO	FOR NURP USE ONLY	
Sustainable Fisheries Advanced Diving Techniques		NOAA Coral Reef Conse	rvation Program	NURP PROPOSAL NUMBER:	
Healthy Coastal Ecosystems Undersea Observation and Technology		Coral Reef Ecosyste	m Research		
Predict Environmental Change					DATE RECEIVED:
New Value from the Sea					
TITLE OF PROPOSED PROJECT:					
PRINCIPAL INVESTIGATORS: (Co	ntact information	n for all additional principal i	nvestigators may be attached of	on a separate sheet.	)
PI NAME:			CO-PI NAME:		
ADDRESS:			ADDRESS:		
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OTHER INVESTIGATOR 1 NAME:			OTHER INVESTIGATOR	2 NAME:	
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### SYSTEM TIME REQUEST FORM (REQUIRES COMPLETION FOR EACH MISSION, IF APPLICABLE AND EACH REQUESTED PAGE \_\_\_\_ OF \_ YEAR OF OPERATIONS) TITLE OF PROPOSED PROJECT (Abbreviated version): PI LAST NAME: YEAR \_\_\_\_ OF \_\_\_\_ SUMMARY OF SYSTEM REQUEST(S) FOR CURRENT YEAR: TOTAL OPERATIONS DAYS REQUESTED: \_\_\_\_ TOTAL NUMBER OF DIVES REQUESTED: \_\_\_\_ TOTAL NUMBER OF LEGS REQUESTED: \_\_ **OPERATIONAL DETAILS:** The following information should be provided for each individual leg of operations requested for this project. Multiple operations leg requests may be combined into single entries for requests where detailed information has not yet been determined. 1) GENERAL OPERATIONS INFORMATION OPERATIONS LEG(s) \_\_\_\_ OF \_\_\_\_ (e.g. LEG(s) 1-5 OF 10) NUMBER OF LEGS REQUESTED (Required only if entry covers multiple operations legs) \_\_\_\_ NUMBER OF OPERATIONS DAYS REQUESTED: \_\_\_\_ MAXIMUM OPERATIONS DEPTH (m) REQUESTED NUMBER IN SCIENCE PARTY: 2) VESSEL & SYSTEM REQUEST SUPPORT VESSEL REQUIRED? YES NO (If NO) WILL PI BE PROVIDING A SUPPORT VESSEL? YES Using the space provided below, document all systems and sampling equipment requested for this operations leg or leg set as well as all investigator supplied systems and technologies to be utilized during the proposed operations. Refer to the proposal guidelines to verify system/technology availability for the region in which you are SYSTEM(S) REQUESTED (e.g. SUB, ROV): \_\_\_\_ INVESTIGATOR SUPPLIED SYSTEM(S): \_\_ SAMPLING EQUIPMENT REQUIRED (e.g. Video, Suction Sampler): 3) TIMING & LOCATION(S) OPTIMUM DATES (mm/dd/yy): \_\_\_\_\_ ALTERNATE DATES: \_\_\_\_\_ GENERAL AREA OF OPERATIONS (Region): The addition of primary operations sites are required to document the "general" area(s) of dive activity for this operations leg or leg set. The location of individual dive stations will be requested at the time of mission planning. SITE 1 NAME: LATITUDE (e.g. 42 15.25 N): \_\_\_\_\_ LONGITUDE: \_\_\_\_ LATITUDE: LONGITUDE: \_\_\_ SITE 2 NAME: LATITUDE: \_\_\_\_\_ LONGITUDE: \_\_\_ (Additional primary operations sites may be added on a separate sheet with the required location information preceded by the PI Last Name, Title, and "Operations Leg \_\_ of \_\_" identifier.) IS ANY PART OF THE PROJECT WITHIN 200 MILES OF A FOREIGN COAST? YES NO (If YES) LIST COUNTRY: DATE: PI SIGNATURE:

### SYSTEM TIME REQUEST FORM (REQUIRES COMPLETION FOR EACH MISSION, IF APPLICABLE AND EACH REQUESTED PAGE \_\_\_\_ OF \_ YEAR OF OPERATIONS) TITLE OF PROPOSED PROJECT (Abbreviated version): PI LAST NAME: YEAR \_\_\_\_ OF \_\_\_\_ SUMMARY OF SYSTEM REQUEST(S) FOR CURRENT YEAR: TOTAL OPERATIONS DAYS REQUESTED: \_\_\_\_ TOTAL NUMBER OF DIVES REQUESTED: \_\_\_\_ TOTAL NUMBER OF LEGS REQUESTED: \_\_ **OPERATIONAL DETAILS:** The following information should be provided for each individual leg of operations requested for this project. Multiple operations leg requests may be combined into single entries for requests where detailed information has not yet been determined. 1) GENERAL OPERATIONS INFORMATION OPERATIONS LEG(s) \_\_\_\_ OF \_\_\_\_ (e.g. LEG(s) 1-5 OF 10) NUMBER OF LEGS REQUESTED (Required only if entry covers multiple operations legs) \_\_\_\_ NUMBER OF OPERATIONS DAYS REQUESTED: \_\_\_\_ MAXIMUM OPERATIONS DEPTH (m) REQUESTED NUMBER IN SCIENCE PARTY: 2) VESSEL & SYSTEM REQUEST SUPPORT VESSEL REQUIRED? YES NO (If NO) WILL PI BE PROVIDING A SUPPORT VESSEL? YES Using the space provided below, document all systems and sampling equipment requested for this operations leg or leg set as well as all investigator supplied systems and technologies to be utilized during the proposed operations. Refer to the proposal guidelines to verify system/technology availability for the region in which you are SYSTEM(S) REQUESTED (e.g. SUB, ROV): \_\_\_\_ INVESTIGATOR SUPPLIED SYSTEM(S): \_\_ SAMPLING EQUIPMENT REQUIRED (e.g. Video, Suction Sampler): 3) TIMING & LOCATION(S) OPTIMUM DATES (mm/dd/yy): \_\_\_\_\_ ALTERNATE DATES: \_\_\_\_\_ GENERAL AREA OF OPERATIONS (Region): The addition of primary operations sites are required to document the "general" area(s) of dive activity for this operations leg or leg set. The location of individual dive stations will be requested at the time of mission planning. SITE 1 NAME: LATITUDE (e.g. 42 15.25 N): \_\_\_\_\_ LONGITUDE: \_\_\_\_ LATITUDE: LONGITUDE: \_\_\_ SITE 2 NAME: LATITUDE: \_\_\_\_\_ LONGITUDE: \_\_\_ (Additional primary operations sites may be added on a separate sheet with the required location information preceded by the PI Last Name, Title, and "Operations Leg \_\_ of \_\_" identifier.) IS ANY PART OF THE PROJECT WITHIN 200 MILES OF A FOREIGN COAST? YES NO (If YES) LIST COUNTRY: DATE: PI SIGNATURE:

PI Name:		Co-PI Name:		
Proposal Title:				
In the spaces below list the personne spend on the island during the year, a unspecified at this time, please indicates	and the number of v	visits each person v	1), the number of days each person will will make. If some personnel are	
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Small Boats:				
Please calculate your proposed Total necessary) Example: 2 boats fo			pats used each day, use back if als <u>35 Total Boat Days</u>	
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Undersea System	Support Vessel	No. Ops. Days	No. Dives	Max Depth (m)
SCUBA Air				
SCUBA Nitrox				
SCUBA Trimix				
Other				

PI Name:		Co-PI Name:		
Proposal Title:				
In the spaces below list the personne spend on the island during the year, a unspecified at this time, please indicates	and the number of v	isits each person v	2), the number of days each person will will make. If some personnel are	
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Please calculate your proposed Total necessary) Example: 2 boats fo			oats used each day, use back if als <u>35 <i>Total Boat Days</i></u>	
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Undersea System	Support Vessel	No. Ops. Days	No. Dives	Max Depth (m)
SCUBA Air				
SCUBA Nitrox				
SCUBA Trimix				
Other				

PROPOSAL PROJECT SUMMARY			
ONE page self-contained description of the proposed activity suitable for publication; written in the third person; include a statement of objectives, methods to be employed and the potential impact of the project on advancing knowledge or education; informative to other persons working in the same or related fields and, insofar as possible, understandable to a scientifically or technically literate lay reader.			

### **3.0 Table of Contents**

	Page Number
1.0 Cover Sheet for Proposals	
2.0 System Tim Request Form	
3.0 Lee Stocking Island Facilities Request Form	
4.0 Project Summary	
5.0 Table of Contents	
6.0 Project Description	
6.1 Introduction	
6.2 Methods and Approach	
6.3 Program Management	
6.4 Results from Prior NURP Support	
7.0 Literature Cited	
8.0 Biographical Sketches	
9.0 Summary Proposal Budget and Budget Justification	
10.0 Current and Pending Support	
11.0 Special Information and Supplementary Documentation	
12.0 Appendixes	

#### **BIOGRAPHICAL SKETCH**

Provide the following information for the senior personnel on the project. Begin with the Principal Investigator/Project Director. *The information in C and D is used to help identify potential conflicts or bias in the selection of reviewers.* 

#### DO NOT EXCEED 2 PAGES PER PERSON

- A. Vitae, listing professional and academic essentials and mailing address.
- B. List up to 5 publications most closely related to the proposed project and up to 5 other significant publications, including those being printed. Patents, copyrights or software systems developed may be substituted for publications. Do not include additional lists of publications, invited lectures, etc. Only the list of up to 10 will be used in merit review.
- C. List of persons, other than those cited in the publication list, who have collaborated on a project or a book, article, report or paper within the last 48 months, including collaborators on this proposal. If there are no other collaborators, please indicate that fact.
- D. Names of graduate and post-graduate advisors and advisees.

BIOGRAPHICAL SKETCH				
PAGE 2 DO NOT EXCEED 2 PAGES PER PERSON				

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- D. Names of graduate and post-graduate advisors and advisees.

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ADDRESS OF INSTITUTIONAL REPRESENTATIVE:					
PHONE: FAX:	E-MAIL:				
*SIGNATURES REQUIRED ONLY FOR REVISED BUDGETS					

#### CURRENT AND PENDING SUPPORT (COMPLETE FOR EACH PRINCIPAL INVESTIGATOR LISTED ON THE PROPOSAL) PAGE OF DATE: OTHER AGENCIES (INCLUDING NOAA) TO WHICH THIS PROPOSAL HAS BEEN/WILL BE SUBMITTED: INVESTIGATOR: TYPE OF SUPPORT: Other Non-Federal Award ☐ Support from Investigator Other Federal Award (grant or contract) OTHER AWARDS: Current ☐ Pending ☐ Transfer from Investigator \* PROJECT/PROPOSAL TITLE (for other awards): SOURCE OF SUPPORT: FUNDING AGENCY CONTACT FOR INFORMATION NAME: PHONE: E-MAIL: TOTAL AWARD AMOUNT \$ PERIOD COVERED - BEGINNING DATE (mm/yr): ENDING DATE: LOCATION OF PROJECT: PERSON – MONTHS COMMITTED TO THE PROJECT: DOES THIS ENTRY INCLUDE SOFT-SHARE FOR THIS NURP PROPOSAL (Y/N) \_\_\_\_ IF YES, ESTIMATED ANNUAL AMOUNT \$ TYPE OF SUPPORT: Other Federal Award (grant or contract) Other Non-Federal Award ☐ Support from Investigator OTHER AWARDS: Current ☐ Pending ☐ Transfer from Investigator \* PROJECT/PROPOSAL TITLE (for other awards): SOURCE OF SUPPORT: FUNDING AGENCY CONTACT FOR INFORMATION NAME: PHONE: E-MAIL: PERIOD COVERED - BEGINNING DATE (mm/yr): ENDING DATE: TOTAL AWARD AMOUNT \$ LOCATION OF PROJECT: PERSON – MONTHS COMMITTED TO THE PROJECT: DOES THIS ENTRY INCLUDE SOFT-SHARE FOR THIS NURP PROPOSAL (Y/N) \_\_\_\_ IF YES, ESTIMATED ANNUAL AMOUNT \$ TYPE OF SUPPORT: Other Federal Award (grant or contract) Other Non-Federal Award ☐ Support from Investigator OTHER AWARDS: Current ☐ Pending ☐ Transfer from Investigator \* PROJECT/PROPOSAL TITLE (for other awards): SOURCE OF SUPPORT: FUNDING AGENCY CONTACT FOR INFORMATION NAME: PHONE: E-MAIL: PERIOD COVERED - BEGINNING DATE (mm/yr): ENDING DATE: TOTAL AWARD AMOUNT \$ LOCATION OF PROJECT: PERSON – MONTHS COMMITTED TO THE PROJECT: DOES THIS ENTRY INCLUDE SOFT-SHARE FOR THIS NURP PROPOSAL (Y/N) \_\_\_\_ IF YES, ESTIMATED ANNUAL AMOUNT \$ \* If this project has previously been funded by another agency, please list and furnish information for immediately proceeding funding period.

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#### PROJECT KEYWORDS

Check off all "Research Categories" and "Environments" that apply to this proposal. If funded, these representative keywords will be used to promote access to this project via the world wide web sites of the National Undersea Research Program.

Aquaculture	Fisheries Ecology		Paleoceanography/Paleoclimate
Benthic Ecology/Habitat	☐ Fishing Gear Impacts		Phycology/Algae
Bioerosion	☐ Gas hydrates		Physiology/Disease
Bioprospecting	☐ Genetics		Plankton
Biotechnology	☐ Geochemistry		Pollution/Contaminants
Biotelemetry/telemetry	☐ Geophysics		Population Dynamics
Carbon cycle	☐ Harmful Algal Blooms		Post-breeding- Recruitment
Chemical ecology	☐ Hazardous waste disposal		Post-breeding- Settlement
Coastal geology/erosion	☐ Hypoxia/Oxygen Demand		Predation
Conservation biology	☐ Ichthyology/Fish		Restoration
Community ecology	☐ Invertebrate zoology		Seafloor Mapping/Surveys
Corals—precious/ornamental	☐ Larval Biology		Sedimentology/Sedimentation
Corals—reef-building	☐ Long-term Monitoring		Slumps
Corals—deep sea	☐ Mantle plumes/benthic heat flow		Species-Habitat Associations
Dredge material disposal	☐ Marine mammals		Storm disturbance/surge
Essential Fish Habitat	☐ Marine Minerals/Non-living resources		Systematics/Taxonomy
Estuarine ecology/habitat	☐ Mesopelagic (Midwater) Ecology/Jellyfish		Technology development
Eustatism/Sea Level Change	☐ Microbiology/Microbiota		Tsunamis
Evolution	☐ Nutrient Cycling/Eutrophication		Ultraviolet radiation
Extremophiles	Ocean tracers		Water Quality
URP RESEARCH ENVIRONME	_	_	
Coast- Estuaries	Rise/Abyss- Hydrothermal Vents (HTV)		Shelf- Live Bottom Reef
Coast- Mangroves	Rise/Abyss- Mid-Ocean Ridge		Shelf- rocky/cobble reef
Coast- Seagrass Beds	Rise/Abyss- Plateaus/Guyots		Shelf- soft substrate
Lakes/Rivers	Rise/Abyss- Seamounts		Shelf- hard substrate
Mid-water/pelagic	☐ Shelf- Artificial Reef		Slope- Cold Seeps
Rise/Abyss- hills/plains	Shelf- Coral Reef		Slope- Submarine Canyons